



Lareine Engineering Ltd Coronavirus (17th March 2020)

Dear Sir/Madam,

As one of our Approved Contractors, we wish to convey our expectations in relation to visits at any of our sites whilst Coronavirus remains a health risk.

Lareine Engineering Ltd has an expectation that your business has and enforces a COVID19 Policy (guided by current WHO and UK Government protocols), which has been communicated to all your personnel and conveys the controls in place to prevent spread of the virus.

Whilst we do not expect a response to this e-notification, please be aware of and be fully prepared to comply with our current site-controls that have been put in place to prevent spread locally:

1. The receptions at our Livingston, Armadale and Rugby offices / factories are now closed to all visitors until further notice
2. All sites currently remain open for business taking full cognisance of current Government / NHS advice
3. Hand-washing (Soap & Hot water for 20 seconds) and hand-sanitizer application throughout your visit
4. Catch it, Bin it, Kill it approach to prevention of germ-spread
5. On-set of viral symptoms during your visit – follow agreed protocols

We're sure you're already practicing these procedures as a matter of course but you'll understand as part of our planning we are taking these precautions and wanted to alert you.

Yours faithfully,
On behalf of **Lareine Engineering Ltd**

Tom Bates

Director